



POLICE DEPARTMENT

Dear Citizen:

Thank you for your interest in volunteering with the San Marcos Police Department's Victim Services Unit. The contribution of your time and ability is essential to providing needed services to victims of violent crimes. Victim Assistance providers, both paid staff and citizen volunteers, must meet high standards of character and accountability. The application process you will participate in is designed to provide the information needed to reasonably ensure that our volunteers are deserving of public trust.

All applicants must complete the following steps:

1. Complete Victim Services Volunteer Application.
2. Return completed application. Please note that the "Authority for Release of Information and Waiver" form has to be notarized. **(Without this original form properly notarized, your application cannot be processed.)**
3. A back ground check will be conducted to verify application information.
4. You will be contacted in reference to eligibility and an appointment will be scheduled for interview. Please allow 1 – 1 ½ hours for the interview process.
5. Upon acceptance, a training start date will be determined. You will be contacted to be photographed for an identification card.

If you have any questions about the process, do not hesitate to contact me at (512) 753-2106 or rwilliamson@sanmarcostx.gov . Again, thank you for your interest in helping us serve victims of violence.

Sincerely,

Roya N. Williamson, M.A., LCDC
Crime Victim Services Coordinator